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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, April 28, 2005

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bill Bishop, Idaho Bureau of Homeland Security
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Jay Christensen, Idaho Dept. of Corrections
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Bureau of Homeland Security
- Mark Hilton (for Steve Jenkins), National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Lorin Nielsen, Idaho Sheriffs Association
- Marcia Phillips, Idaho Association of Counties
- Scott Reinecker, Idaho Dept. of Fish and Game
- Joe Roche, Idaho Dept. of Administration
- Reggie Thorpe, Idaho Tribal Government

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Sheriff Bodie, Boise County
- Bruce Branlund, Motorola
- Lorraine Elfering, Canyon County Sheriff Office
- Bart Hamilton, Ada County Sheriff's Office
- Jason Heger, ICTAP
- Jolene Hollingshead, SPAWAR Systems Center SD
- Matt Howarth, Motorola
- Scot Maring, Idaho Dept. of Administration
- Shana Munroe, Outreach Subcommittee Chair, Idaho Dept. of Health & Welfare
- Stan Passey, Idaho State Police
- Lex Rutter, Idaho Dept. of Administration
- Les Shadduck, Ada County Sheriff's Office
- Thor Wiegman, Bonner County
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions—Chair Lockwood

Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Review & Approve Minutes—Chair Lockwood

There were no corrections to the March meeting minutes. A motion was made by Allcott to accept the minutes, seconded by Laragan. The motion passed by a unanimous vote.

Emergency Communications Commission (ECC) Update

Bishop, who sits on the ECC, gave the following report.

- The Commission held their first mediation hearing. The Commission requested additional information from the parties and will deliberate further at the May 4th meeting. All agreements need to be in writing.
- Survey forms are being filled out by the county dispatch centers. When all the data is received, it will give a comprehensive picture of the Public Safety Answering Points (PSAP) in the state. This important information will be shared with the SIEC.
- The next ECC meeting will be held in Coeur d'Alene on May 4, 2005.
- The Commission is developing a set of rules of how to administer federal grant funds if they are appropriated. Dia Gainor has experience in this area and shared her experience with the Commission. The earliest the rules will be considered is during the 2007 Legislative Session. The Commission is willing to share the system they develop with the SIEC.

Statewide Interoperable Communications Draft Interoperability Model— Chair Lockwood

Prior to going through the changes in the document several Council members voiced their views and concerns:

- Because the Council was appointed by the Governor, the assignment is to make recommendations to him first.
- The Council was tasked with producing a Concept. It is not a formal detailed plan, it is not concrete, it is not absolute. It is a living document.
- One Council member felt the document was more of a directive, because of the concluding timeline and use of the word “shall”. It was suggested that the Council make **recommendations** to the counties that they begin the process of working with agencies within their counties to develop a local interoperability plan.
- The purpose of the timeline was to show a beginning and ending of the project, to give a starting point to move forward towards looking at some interoperability solutions.
- The reason that the County Interoperability Plan was included in the appendices was to provide some questions that Public Safety Responders in an area can sit down together, in meetings that they are already having on a recurring basis, to discuss their communications. This will provide a picture of the local interoperability plan. It was not designed nor was it intended to be a complicated or detailed form requiring additional staffing to complete. This effort will succeed only if it is completely collaborative.
- The Council will move forward with the information that they are able to receive.
- The Outreach Subcommittee has been charged with producing a second generation message. The Concept is critical to the message.
- It was suggested that the Council work with the Bureau of Homeland Security Area Field Officers to plan five regional meetings across the state this summer and early fall to gather input from the public safety community about the concept. This will provide the opportunity to talk about the concept and to gather information from constituents in order to develop a Plan.

Collier had received feed-back on the document from several Council members and from ICTAP. She also shared the document with her contacts in Wyoming, Washington, and Utah. They responded with a few recommendations and provided additional recommendations for when the Council moves into the

planning phase. All of the feed-back was incorporated into the document and distributed to members of the Council prior to the meeting.

Because the term “Model” had been misinterpreted to mean a detailed Plan, it was the consensus of the Council to go back to referring to the document as a “Concept”—a high level overview. It was determined that hyphens helped with the intended pronunciation of the document—I-C-A-WIN.

Collier led several hours of discussion going through the document page-by-page reviewing the most recent changes and corrections to the document during which Council members had the opportunity to discuss and make additional changes after which Chair Lockwood asked the Council if they are ready to send the document out. He emphasized the need to go before the Governor with something as well as the need to have something to give to the Council members to review with their constituents.

A motion was made by Allcott that the Council approve the document with the changes made that day as a document for presentation to the Governor then distributed for public discussion, seconded by Candelaria. The motion passed by a unanimous vote.

Outreach Subcommittee Update—Shana Munroe

Munroe briefed the Council on the development of a second DVD. The Outreach Subcommittee has held meetings with Idaho Transportation Department (ITD) and Byron Diehl, Idaho State Police Video Department. She reviewed the format of the DVD which will contain a basic, intermediate, technical, and policy message.

ITD will produce the intermediate and technical messages and Idaho Public Television (IPTV) has offered their stage and some editing assistance. The format has changed to use “talking heads” for the intermediate message. The Subcommittee plans to bring back some individuals who were in the first video. They also plan to use video file footage rather than shooting new video. They have discussed the possibility of having a voice-over specialist. Gainor stated that that her department has and will donate the voice-over resource. The next Outreach Subcommittee meeting will be May 6, 2005, during which they will be brainstorming a list of questions based on the I-C-A-WIN document that will be used in the DVD.

The Subcommittee has been granted permission by Wyoming to use the format of their Frequently Asked Questions (FAQ) document to develop a similar FAQ document specific to Idaho. It will be a companion piece to the Concept.

Travel Update—Sandy Harris

Harris gave instructions on how to retrieve the travel documents and instructions on SIEC website. There has been an increase in the mileage reimbursement. It is now 40.5 cents per mile. The information on the website and the Travel Expense Voucher has been updated to reflect the change.

Homeland Security / ITRMC Task Force Update—Dan Charboneau

Charboneau briefed the Council on the Idaho Shared Statewide Communication Network Task Force meeting held April 14, 2005, at the ISP Training building. Stakeholders from across the state were brought together.

- There is wide cross section of representation on the task force to include local government, state government, higher education, state court system, and legislators.
- They have determined that there may be duplication of services.
- They discussed topics such as:
 - Public Safety Answering Points (PSAP) role in interoperable communications
 - How Voice-Over-Internet Protocol (VoIP) it's going to affect PSAPs
 - Because of limited availability of bandwidth it may be just as easy to run the trunked radio system over IP or at least have a redundant system for back-up to the microwave

- The various communication committees and councils have separate paths that may converge. There is a concern that these groups need better coordination to work in concert
- ITD is forward looking and has discussed the possibility of installing fiber optics along the planned major road construction projects
- The next meeting will be June 10, 2005 at ISP Training building, Classroom G. They will look at the existing infrastructure and discuss where they have redundancy.
- In response to a question of how information on the progress of the task force will be distributed, Charboneau stated that several individuals have joint membership on the task force, ECC, and SIEC. By keeping the major committees and councils that are working on task force up to date the information will propagate.

Public Meeting Law / Open Records Law—Brian Kane, Office of the Attorney General

There are several manuals that may be of interest to the Council members that are available on the Attorney General website: <http://www2.state.id.us/ag/>

- **Idaho Ethics in Government Manual**
<http://www2.state.id.us/ag/manuals/ethicsingovernment.pdf>
- **Idaho Open Meeting Law Manual**
<http://www2.state.id.us/ag/manuals/openmeeting.pdf>
- **Idaho Public Records Law Manual**
<http://www2.state.id.us/ag/manuals/publicrecords.pdf>

Kane was asked to discuss Public Records Law and Open Meeting Law. Members of the Council had the opportunity to ask questions about the laws and how they apply to the SIEC.

Other business and planning for the next meeting—Chair Lockwood

Sergeant Herrera deferred to Lorraine Elfering, Canyon County Sheriff Office, to give a brief update on a project that they are working on to extend the Ada County build-out. She reported that they are working with Motorola on completing an engineering study for the 700 MHz system for Canyon County. They are considering what Ada County is doing in their planning in an effort to become more interoperable. She reported that their biggest hurdles are financial.

Collier informed the Council that the SIEC is on the calendar for the Sheriffs' Association meeting in Worley Idaho the first of June. Next week she will be making a presentation at the Idaho Transportation Dept. meeting in Moscow. Idaho Prepared! will be held the last week of September in Lewiston.

The next SIEC meeting will be May 26, 2005 at Gowen Field, Building 578 at 9:00 AM.

Adjournment – Chair Lockwood

A motion was made by Phillips to adjourn, seconded by Gainor. The motion passed by a unanimous vote.